

NATIONAL CIVIL SERVICE LEAGUE  
1346 Connecticut Avenue, N.W.  
Washington, D.C. 20036

September 28, 1967

Honorable Richard Helms  
Director, Central Intelligence Agency  
Washington, D. C. 20505

Dear Dick:

It is my pleasure to invite your submission of nominees for the fourteenth annual Career Service Awards of the National Civil Service League. Our goal is to give nationwide recognition to outstanding achievements of career employees in our federal establishment.

The enclosed announcement describes the program and outlines procedures for your submitting up to three candidates. We would appreciate receiving your nomination materials by November 15, 1967, or sooner, if possible.

The stature of our program has grown significantly over the years. This is due not only to the quality of the awardees, but also to the support given the event by the President and officials throughout our government.

Thanks for giving this invitation your personal attention. We appreciate your help in making the program a success.

Sincerely,

Mortimer M. Caplin

A nonpartisan nonprofit  
citizens' organization  
founded in 1881  
to promote efficiency  
and quality  
in government  
management



# National Civil Service League

1346 CONNECTICUT AVENUE, N.W. • WASHINGTON, D. C. 20036 • (202) 659-2442

## SUPPLEMENTAL NOTE ON CAREER SERVICE AWARDS NOMINATION ANNOUNCEMENT FROM JEAN J. COUTURIER, EXECUTIVE DIRECTOR

1. Agencies employing 100,000 or more people may submit up to FOUR (4) nominations.
2. Please carefully note our "Instructions to Agencies Nominating Candidates." These invite nominations of candidates by "agency and department heads." We particularly request the agency or department head's signature on the original copy of the summary statement. Note also that we welcome nominations of "men and women" from the "field", overseas, and in the departmental service."

(Additional copies of the instructions and this note are being supplied by Mr. John D. Roth, Director, Office of Incentive Systems, U. S. Civil Service Commission. If more are needed, please contact him or the League.)

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# *Career Service Awards*

**ANNUAL PRESENTATION  
HONORING CAREER PUBLIC SERVANTS**



*National Civil Service League*

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Agency and department heads are invited to nominate candidates. Men and women in all grades and occupations, in the field, overseas, and in the departmental service are eligible. Nominees must meet the "Basis of Selection" criteria established in the Announcement (see reverse). They must be employed in one of the career services of the Federal government or by their records, be clearly identified as career employees making government service their lifework.

WHAT TO SUBMIT. Each agency and department head may nominate *three* candidates by submitting:

1. FOUR COPIES of a written statement, no more than five pages in length containing:
  - A. Justification in detail for the nomination in terms of the primary considerations noted as the basis for selection.
  - B. Human interest factors especially related to the candidate's career that would give insight into the candidate's character and assist in promulgation of widespread publicity on the candidate's selection.
  - C. Comments on the candidate's participation in professional, social and civic activities and organizations.
  - D. A list of organizations, (e.g., schools & C, above) and media (professional journals, home town press, etc.) that might be interested in the candidate's selection and thus promote the prestige of public service.
2. PICTURES of the candidate, including four 8" x 10" glossy prints.
3. FORTY COPIES of a summary statement, preferably one page long, organized as indicated below:

NAME, TITLE AND GRADE:

LENGTH OF SERVICE:

ORGANIZATIONAL LOCATION:

MARITAL STATUS:

RESIDENCE ADDRESS:

DATE & PLACE OF BIRTH:

EDUCATION AND DEGREES (INCLUDING NAMES OF SCHOOLS):

CHRONOLOGICAL SYNOPSIS OF CAREER SERVICE PROGRESSION, SHOWING TITLES & GOVERNMENT ORGANIZATIONS:

BRIEF STATEMENT SETTING FORTH IN SUMMARY THE SUBSTANTIVE ACHIEVEMENTS WHICH QUALIFY THE CANDIDATE FOR CONSIDERATION AND INDICATING THE AGENCY HEAD'S PRIMARY REASON(S) FOR SUBMITTING THE CANDIDATE'S NAME.

Submitted by: \_\_\_\_\_  
(agency head's signature on original only)

NOTE: Supplemental material may be submitted, but the material above should stand on its own.

Submit materials to National Civil Service League, 1346 Connecticut Ave., N.W., Washington, D.C. 20036

## *Career Service Awards*

### *Purpose*

This National Civil Service League program is undertaken to strengthen the public service by bringing national recognition to significant careers in the Federal service.

The League will grant awards to ten career employees who exemplify in an outstanding manner the primary characteristics of the career service: efficiency, achievement, character, and service. Extensive publicity through television, radio, magazines, and newspapers will be given to the selections and the presentation of the awards.

### *The Award*

The Career Service Award recipients will be presented with a scroll and will be guests of honor at a dinner in Washington, D. C. to be addressed by a nationally prominent speaker and attended by many leaders of government, business, education, and the professions.

### *Basis of Selection*

#### *1. Efficiency and achievement*

A record of exceptional efficiency; evidence of sustained superior performance and accomplishment.

#### *2. Character*

A record of integrity and devotion to the principles of public service.

#### *3. Service*

At least 10 years (including military service), not necessarily all in one agency. This must give evidence of achievement and career progression.